

## APPROVALS

**Prepared by:** \_\_\_\_\_  
Melinda T. Gutierrez  
TA-53 Training Specialist

**Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_  
C. John Graham  
TA-53 ES&H Team Leader

**Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_  
James Fraser  
TA-53 Facility Manager

**Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_  
John Browne  
LANSCE Division Director

**Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_  
Mary Hockaday  
P-23 Group Leader

**Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_  
John B. McClelland  
P-25 Group Leader

**Date:** \_\_\_\_\_

## **1.0 Introduction**

The TA-53 Facility Management Group is responsible for the safe and efficient operation of Technical Area 53 (TA-53) facilities. The LANSCE Training Office is part of the Facility Management Team overseeing facility-specific training efforts for all workers and visitors at TA-53, general ES&H training, and job-specific training for the Los Alamos Neutron Science Center (LANSCE), and Physics Division Groups P-23 and P-25.

The major goals of the LANSCE Training Office are to ensure all TA-53 workers are trained in facility-specific training requirements; ensure LANSCE and P-23 and P-25 personnel are trained in Laboratory, facility-specific and job-specific training; and ensure required training is provided for all visitors to the facility.

### **1.1 Mission Statement**

The LANSCE Training Office is responsible for assuring that training activities are carried out in a manner that supports LANSCE, P-23, P-25 and TA-53 operational activities in accordance with Federal and State laws, DOE Orders, LANL Directives, Division/group policies and procedures, and TA-53 Facility policies and procedures.

### **1.2 Performance Objectives**

The overall objective of the training program is to achieve exceptional job performance, reduce performance discrepancies, and ensure operations are performed safely and without adverse environmental impact. The following objectives have been established to satisfy the training program mission statement:

- Develop a comprehensive facility-specific training program plan that is reviewed, approved and signed by the TA-53 Facility Manager and management representatives from the major on-site organizations.
- Ensure that the training program is conducted in accordance with Laboratory training guidance and standards.
- Conduct needs and/or job analyses to ensure that training is relevant and specific to job functions and that a systematic approach is used to develop training programs.
- Design, develop, deliver, and evaluate facility- and job-specific training using the results of needs and/or job analyses, adhering to DOE guidance for performance-based training methods.
- Maintain auditable and up-to-date training records, ensuring that training required by DOE orders and federal/state regulations is accomplished on schedule and with minimal instances of expired training.

- Prepare individual training plans for LANSCE, P-23 and P-25 personnel; develop training schedules, and coordinate course registration to ensure that all applicable regulatory requirements are met.
- Prepare and present management reports on the status of training at the division, group and individual worker levels.

### **1.3 Training Program Purpose and Goals**

The purpose of the TA-53 training program is assure that TA-53 workers, including LANL employees, subcontractor personnel, and official visitors who work at TA-53, are properly trained to work at the facility in a safe, secure, and efficient manner.

Training Program goals include:

- ï Improve the knowledge and skill of workers
- ï Provide training that conforms with DOE and LANL requirements
- ï Provide documentation on all training programs
- ï Contribute to a reduction in occurrences attributable to inadequate training

### **1.4 Training Program Manual**

This training program manual describes the processes used in the development and revision of facility-specific training materials, review and evaluation of training performance, and maintenance of individual training plans and records.

This document provides guidance and direction for meeting and/or exceeding applicable regulatory and Laboratory-mandated training requirements. This training program adopts a systematic approach to training using performance-based training (PBT) methodology based on industry standards, and follows guidance documents developed by the Human Resources Training and Development Group (T&D).

This manual is intended to be a dynamic document which will be amended as operations, activities or requirements change. Should changes in the Laboratory policies and procedures conflict with the provisions in this manual, the Laboratory policies and procedures take precedence. This training manual is maintained by the TA-53 Facility Management Group, and is available to employees, subcontractors, and representatives of federal, state, or local agencies that have regulatory authority over the facility. An biannual review and revision of the TA-53 Training Manual shall be conducted by the LANSCE Training Officer with approval by the Facility Manager and facility ES&H Team Leader.

### **1.5 Training Program on the Internet**

The LANSCE Training home page on the World Wide Web provides information to TA-53 workers and visitors including:

- study material for TA-53 Facility-specific Training

- web-based training modules
- training information for Users
- training development templates
- the TA-53 ES&H Training Questionnaire
- training plan matrix
- links to other relevant training web sites

The homepage can be located at the following URL:

<http://www.atdiv.lanl.gov/aotfm/factra/53train.htm>

## 2.0 Description of the Facility

The Los Alamos Neutron Science Center, LANSCE, is comprised of the high-power proton linear accelerator, the Manuel Lujan Jr. Neutron Scattering Center, the Proton Storage Ring (PSR), the Weapons Neutron Research (WNR) facility, and a variety of associated experimental areas. The facility mission is focused on the development and use of spallation neutron sources for research and applications. LANSCE is a DOE national user research facility available for use by members of the world's scientific community. Radioisotopes for medical use are produced in an isotope production area just upstream of the high power proton beam stop. Neutrinos are also produced in the beam stop and are used in experiments on the fundamental constituents of matter.

Future uses of the high current proton beam include demonstration projects associated with accelerator production of tritium, accelerator-driven transmutation technologies, and a quasi-continuous spallation neutron source.

The negative hydrogen ion beam from the accelerator is directed to the Manuel Lujan Jr. Neutron Scattering Center (MLNSC) and the Weapons Neutron Research Facility (WNR). MLNSC is a pulsed spallation neutron source used for condensed-matter research by LANL scientists and an international user group. In addition to operating the accelerator and beam transport systems to MLNSC and WNR, LANSCE conducts basic research in accelerator-related technologies.

### 2.1 Facility Workers

Personnel assigned to work at TA-53 are the principal target audience for which training is tracked and records are managed. Anyone who works at the Laboratory is designated as a *worker*. A worker can be a University of California employee, a contractor or an experimental user. Personnel employed by the University of California are designated as *employees*. Visitors who perform work for the Laboratory or who use Laboratory facilities are also considered workers and are often referred to as *users*.

The Laboratory requires formal qualification or certification for certain job positions or job tasks. The Environment, Safety and Health (ESH) Division provides training qualification and certification programs for certain identified job duties, including Radiological Worker Training, Forklift Operator Training, Crane Operator and Rigger Training, and CPR certification.

Workers at TA-53 are expected to meet qualification requirements for those general job tasks identified by the Laboratory and which apply to their jobs. In addition, DOE Order 5480.25, *Safety of Accelerator Facilities*, identifies two categories of workers requiring formal qualification in order to perform their work, these are: Accelerator Operators and Accelerator Maintenance Personnel. These qualification programs are overseen by the TA-53 Training Office.

### 3.0 Compliance Requirements

TA-53 must comply with regulatory mandates that specify environment, safety, and health (ES&H) training requirements. In general, ES&H training requirements applicable to TA-53 are specified by the following:

- DOE Order 5480.25, *Safety of Accelerator Facilities*
- DOE Order 5480.20A, *Qualification & Training, Personnel Selection, Requirements for DOE Nuclear Facilities*
- Occupational Radiation Protection (10 CFR 835)
- Occupational Safety and Health Administration (OSHA) requirements (29 CFR 1910)
- EPA Requirements (40 CFR)
- DOT Requirements (49 CFR)

Additional training requirements are established by other DOE orders and Laboratory policies, and procedures.

### 4.0 Responsibilities and Authorities

The functions of personnel with regard to training responsibilities are described in the following table:

If you are...	Then you...
The TA-53 Facility Manager	<ul style="list-style-type: none"><li>• Are the major sponsor of facility-specific training for TA-53</li><li>• Ensure facility-specific training program is implemented</li><li>• Approve and have final signature authority on all facility-specific training policies and procedures</li></ul>

TA-53 Line Managers

- Ensure that personnel under your supervision attend mandatory classroom and on-the-job training sessions, and are properly trained to do their jobs
- Are responsible for determining the level to which an individual worker must be trained relating directly to the job tasks of that individual worker
- Work with LANSCE Training Office to establish training plans for workers under your supervision
- Allow only trained and, where indicated, qualified personnel to operate hazardous equipment, handle or transport hazardous materials, or perform other hazardous operations.
- Recommend, critique, and approve subject-matter content
- Assign subject-matter experts and on-the-job trainers/evaluators

TA-53 Training Officer

- Are responsible for the coordination and implementation of training at TA-53
- Ensure that facility-specific training programs meet compliance requirements in DOE and other relevant orders and regulations
- Ensure training programs meet training needs identified by the TA-53 Facility Manager, or other line managers
- Write TA-53 training policies and procedures
- Assist managers in identifying and resolving performance problems that are related to training or education deficiencies
- Develop training in accordance with the Performance-Based Training standard adopted by the Laboratory
- Generate management reports requested on the status of training
- Function as the primary interface between TA-53 organizations and Laboratory training organizations
- Function as the primary interface for internal and external training program audits and assessments.
- Maintain training records
- Qualify and maintain qualification as a PBT Specialist and Lead OJT Instructor in the Laboratory Training Staff Qualification Program (TSQP)

<p>LANSCE Training Staff</p>	<ul style="list-style-type: none"> <li>• Ensure documentation is maintained for all facility-specific and LANSCE-sponsored courses</li> <li>• Maintain individual training plans for LANSCE, P-23 and P-25 workers</li> <li>• Maintain an individual training file for all LANSCE, P-23 and P-25 personnel</li> <li>• Interface with workers to provide facility-specific training and schedule job-specific training</li> <li>• Develop training in accordance with the Performance-Based Training standard adopted by the Laboratory</li> <li>• Must meet the requirements set for Training Staff Qualification by the Laboratory for the training duties you perform</li> </ul>
<p>Training Instructors</p>	<ul style="list-style-type: none"> <li>ï Should complete Train The Trainer courses or Training Staff Qualification courses appropriate for your level of instruction</li> <li>ï Work with the LANSCE Training Officer to evaluate course content and instructional approaches</li> <li>ï Act as subject matter expert for instructional design and development of courses</li> <li>ï Have your training skills evaluated at Level I evaluation conducted at the end of each course</li> </ul>
<p>Visitor Host or Experiment liaison</p>	<ul style="list-style-type: none"> <li>ï Must ensure your visitors receive any necessary training prior to conducting work at TA-53</li> <li>ï Are responsible for being familiar with training requirements for users</li> <li>ï Are responsible for notifying visitors/users of training requirements</li> <li>ï Must be trained before escorting untrained visitors</li> <li>ï Must comply with, and ensure visitors comply with, tour policies and procedures for TA-53.</li> </ul>



TA-53 Workers

- ï Shall not perform work without adequate training
- ï Provide input into your individual training plans based on the job duties you perform or new tasks you are assigned
- ï Attend all training classes assigned to you and approved by your line manager
- ï Provide constructive input for continued improvement of training programs
- ï Maintain and improve the knowledge and skills needed to perform assigned jobs safely, efficiently, and effectively

## 5.0 Training Program Development

Development of training courses follows a well defined process based on a performance-based model. This process allows for a structured, well documented and graded approach to the analysis, design and development of training programs.

The process for developing performance-based training is established in Laboratory procedures. The process involves determining the appropriate level of training course development through an analysis of factors including compliance requirements, frequency and difficulty of tasks, consequences of failure to provide training, target audience, and resources available to develop training.

### 5.1 Training Analysis

Training needs for individual workers are determined through the Training Plan Program. Workers are required to respond to a questionnaire regarding job tasks they do or do not perform. Training is assigned based on those job tasks the worker performs and/or the line manager's determination that training in a particular area is necessary. The line manager is responsible for reviewing and approving the training plan before it is assigned to the worker. Training plans are reviewed annually by line managers.

Training is developed using a graded approach based on the impact of each operation or requirement on worker safety or potential impact to the environment.

Documentation for the analysis phase of training at TA-53 conforms with Laboratory guidelines for training analysis, and generally includes the purpose of the training, needs analysis, audience analysis and task analysis when requirements do not specify content requirements.

Analysis, design and development of on-the-job training is addressed in the TA-53 Facility Management Procedure, *On-the-Job Training* ( 53 FMP 113-01.0).

### 5.2 Training Design

Training programs at TA-53 are designed in accordance with standard practices for Performance Based Training. During the design phase, objectives and evaluation criteria are developed based on information from the analysis phase. Documentation for the design of training at TA-53 conforms with Laboratory guidance for training documentation.

### **5.3 Training Development**

Training programs for TA-53 are developed in accordance with standard practices for Performance Based Training. Course materials, such as lesson plans and training materials are prepared during the development phase of the instructional design process. A course file for each training course developed which includes all development documentation is maintained by the LANSCE Training Office. Training development follows Laboratory guidance for a graded approach to training development.

### **5.4 Training Implementation**

Implementation of training is conducted in accordance with standard practices of PBT. Documentation for the implementation of training for LANSCE, P-23 and P-25 conforms with guidance provided by the Laboratory. All training provided to personnel in LANSCE, P-23 and P-25 and any facility-specific training is delivered by qualified instructors. In addition to analysis information, qualified subject-matter experts provide guidance in the delivery of the training. Reasonable accommodations to make training accessible are made when requested to provide equal opportunity for participation in training for all workers at TA-53.

### **5.5 Training Evaluation**

Evaluation of training is a continual process which is an integral part of each phase of Performance Based Training. Formative evaluation is conducted at various stages throughout the instructional design process and may include reviews for adequate technical content and pilot sessions.

Summative evaluation include soliciting trainee and instructor feedback, assessing job performance after training has occurred, and measuring the impact of training on regulatory compliance. The training program is continuously monitored and revisions are made as a result of changes in policies or procedures, job requirements, regulatory requirements, and operating experience. Training evaluation is conducted in accordance with Laboratory guidance for training evaluation.

## **6.0 Training Review and Approval**

The LANSCE Training Officer is responsible for review of all formal facility-specific training for TA-53 and job-specific training for LANSCE, P-23 and P-25. Formal training is training that is formally documented in a course file and on the EDS either because it is required for compliance or because line management has deemed formal documentation to be desirable.

Approvals are consistent with Laboratory guidance for approvals of Laboratory-wide training, vendor supplied training, and ES&H-related training offered to more than one group.

Facility-specific ES&H training at TA-53 is considered Laboratory-wide training because the target audience consists of personnel from many divisions, programs, and groups.

For training developed at TA-53 and presented only to personnel within a single TA-53 tenant division, the review and approval process includes *as a minimum*:

- Division ES&H Officer or Division-level line manager
- Subject-matter Expert (If assigned)
- LANSCE Training Officer

For programs which encompass all personnel within the facility, management representatives from the major organizations on site review and approve training programs.

## 7.0 Facility-specific Training Requirements

Implementation of facility-specific training programs at TA-53 includes determining facility-specific training needs, implementing programs designed to meet facility-specific training requirements, and tracking the status of such training.

Minimum facility training requirements are addressed in the TA-53 Facility Management Standard, *Facility-Specific Training* (53 FMS 113-01.0).

Additional facility training programs are required for workers needing access to specific areas at TA-53.

### 7.1 Restricted Access Areas Training

Restricted Access Areas at TA-53 are areas to which access is restricted because of their remote locations and limited number of access points. Training for these areas is provided in the Restricted Access Areas computer-based training program and is available through the LANSCE training office.

Training modules are available for the following areas:

- Switchyard
- 201 & 805 Beamlines
- Target 4 Tunnel
- Line D Tunnel
- Blue Room
- Proton Storage Ring
- Remote Handling Hot Cells

### 7.2 Limited Access Areas Training

Limited Access Areas (LAA) are located close to the LANSCE accelerator beam. Because of the proximity to the beam and the potential for beam under certain accident conditions, workers who enter these areas must be trained. Training is required for workers needing access to Limited Access Areas. Only workers with legitimate programmatic need to occupy limited access areas during normal beam operations are permitted to do so after successfully completing this training program.

There are three training requirements for workers needing unescorted access to Limited Access Areas. These are:

- Limited Access Areas Training
- TA-53 Facility-specific Training
- Radiological Worker I or equivalent

Limited Access Areas Training is computer-based and is available through the LANSCE training office. Upon completion of the training program, workers who meet the three training requirements are given badge reader access to those areas for which access is requested and for which training has been completed.

The training consists of the following modules:

- Introduction and Albatross Module (required for any LAA)
- Mechanical Equipment Building (MEB)
- Compressor Trailer Area (MLNSC)
- Experimental Room 1 (ER-1 at MLNSC)

## 8.0 On-the-job Training Development

The process used at TA-53 for developing on-the-job training leading to qualification is documented in the TA-53 Procedure, *On the Job Training* (53 FMP 113-01.0).

## 9.0 Implementation Plan for DOE Order 5480.25 and DOE Order 5480.20A

The LANSCE Training Office is responsible for meeting the training requirements set in DOE Order 5480.25, "Safety of Accelerator Facilities", and DOE Order 5480.20A, "Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities". Implementation plans for meeting the requirements have been submitted to DOE. Documentation for the implementation of the training requirements for the Orders is maintained by the LANSCE Training Office.

The implementation plans include training programs that are required for all TA-53 workers, as well as qualification programs for accelerator operators and accelerator maintenance personnel.

The LANSCE facility as a whole is not a Nuclear Facility; however, there are activities at LANSCE that are considered nuclear activities by DOE and warrant a graded application of DOE Order 5480.20A. The production of medical isotopes conducted by CST-11 at the LANSCE beam stop and experiments using category 3 quantities of actinides as a scattering medium for neutrons at MLNSC fall into this category. The LANSCE Training Office addresses the

actinide experiments in its Training Implementation Matrix (TIM). Because of the limited scope of nuclear activity that occurs at TA-53 with the medical isotopes experiments, the TIM for this experiment is addressed in an overall project plan by CST-11.

## 9.1 Qualification Programs

DOE Orders 5480.25 and 5480.20A requires qualification programs for accelerator operators and accelerator maintenance personnel.

Qualification is defined in terms of education, experience, training and any specific requirements necessary for performance of assigned responsibilities. The qualification programs at TA-53 meet the requirements established in LS113-12, LANL Worker Qualification/Certification.

Managers, together with the training staff, determine qualification criteria. Some of the training required for initial and continuing qualification is addressed in training sponsored by the Environment Safety and Health Division, Group ESH-13. Additional training is provided as formal or informal on-the-job training by the affected group. Training documentation is maintained by the LANSCE Training Office.

The process used at TA-53 for developing on-the-job training leading to qualification is documented in the TA-53 Standard, *On the Job Training* (53 FMS 113-01.0). Design and development of job-specific training and on-the-job training required for formal qualification to meet requirements of DOE Order 5480.25 is provided by the LANSCE Training Office with assistance from subject-matter-experts from the various organizations.

## 10.0 Facility Tenant Training Support

The LANSCE Training Office provides training services to LANSCE groups, P-23 and P-25 personnel including assistance with the design and development of job-specific and on-the-job training, course documentation and maintenance of course records, tracking and scheduling of training for individual workers, and maintenance of individual training plans and training files.

Individual training plans are developed for LANSCE, P-23 and P-25 personnel from data collected in the Individual Training Plan Program. Workers are asked to complete a TA-53 ES&H Training Survey (Appendix D) indicating whether or not they perform various tasks. Based on the responses, a training plan is generated, reviewed and approved by the line manager. Training plans are updated annually by the same method.

A formal training plan is entered into the EDS and is tracked against the workers' completed training record and reports training deficiencies. Training plans are distributed biannually to workers and group managers. Line managers are responsible for the annual review of training requirements for their workers. A matrix is maintained by the LANSCE Training Office which indicates training plan assignments and associated training (Appendix E).

## 11.0 Training Policies

## 11.1 Retraining Intervals

Retraining dates for Laboratory-sponsored and job-specific training for LANSCE, P-23 and P-25 workers are tracked by the LANSCE Training Office. Workers are notified at least two months prior to expiration of a given training course. Workers are responsible for requesting training or retraining sufficiently far in advance to allow the Training Office to schedule training prior the initial performance of the task requiring training or prior to expiration of the training. Workers should not continue to perform the tasks for which training has expired until retraining has been completed.

In general, job assignments requiring qualification will require retraining and requalification. The intervals for these are set within the qualification program.

## 11.2 Exceptions to Training

Exceptions for formal job-specific training requirements may be granted when a worker can provide proof of professional certification, extensive experience or expertise with a particular system for which training is needed or if the worker has successfully completed comparable training.

Workers may challenge training requirements if they have the knowledge or skills equivalent to those addressed by the training, in which case, the worker must be evaluated in the same manner as if he/she had completed the training or by successfully completing an equivalent examination. Exceptions for Lab-wide training must be approved by ESH-13 prior to credit being given. The worker is responsible for providing any documentation required to establish equivalency.

The Department of Energy has instituted a reciprocal training agreement among its sites for Radiological Worker Training. A worker who provides proof of current, equivalent training for Radiological Worker I or II training from another DOE site will be provided with a LANL radiological worker booklet and the transferred Radiological Worker training will be documented.

## 11.3 Testing Policy

All formal examinations and results on which employment-related decisions are based, are validated and administered according to the professional standards and legal guidelines in compliance with Laboratory administrative procedure AM 127, *Testing* and LS113-14, *Test Development*.

Tests for facility-specific training are validated by a committee of at least three subject-matter experts. The training officer will provide guidance and documentation requirements for test validation. Passing scores are established for each exam based on the validation process. The committee of subject-matter experts is also responsible for establishing the number of attempts allowed, time limitations for completing the exam, and retesting intervals.

Unless otherwise specified in a specific program, if a worker fails the training he/she must wait 24 hours before retesting. If the worker fails on the second attempt, remediation will be offered to the worker by the instructor or training officer. After the third attempt, if the worker still has not successfully passed the

exam, a meeting will be held with the worker's supervisor to determine reassignment of duties or escort requirements until the training requirement is successfully met.

Performance evaluation checklists are used to evaluate the effectiveness of on-the-job training. Checklists are developed by subject-matter experts and, a walk-through is performed by a knowledgeable person before the training is conducted.

Tests for positions requiring qualification must be validated and may be oral or written. Personnel who fail to pass qualification tests may not be allowed to perform job-duties requiring qualification without supervisory escort until the testing requirement is met.

All TA-53 workers are expected to maintain the integrity of validated tests. Tests or test questions are not allowed to be removed from the testing facility. Incidents of cheating will be reported to the worker's group leader.

The LANSCE Training Office and OJT instructors administering tests to workers will provide reasonable accommodations to make training accessible for workers, except where doing so would impose an undue hardship on the operation of the Laboratory or TA-53 operations. Workers requesting accommodation must identify the specific accommodation or assistance needed for the test prior to the administration of the test.

#### **11.4 Users and Visitors**

Upon arrival, all visitors (Users) who will be performing work at TA-53 and who will require training are assigned a unique identification number by the LANSCE training staff in the Laboratory Employee Information System for Non-Laboratory Personnel (EIS-UNL). The V-Number the worker is given is nullified if the worker becomes a LANL worker; whereupon, he/she is issued a Z-Number. The V-number enables all Lab-wide training organizations, including LANSCE, to document the worker's training in EDS, and assures that the worker's training record is maintained.

Escorted visitors are provided with written information on ES&H and Radiation Protection. Unescorted visitors who will be entering a Controlled Area are required to complete Facility-specific training and, at a minimum, GERT training. A visitor needing unescorted access to other radiological areas must complete either Radiological Worker I or II training, or have documentation from another DOE facility of equivalent training. Visitors may be escorted by trained workers but may not perform work until they have completed the necessary training.

Any User who refuses to complete required training will not be issued a TLD and will not be permitted unescorted access to the facility.

#### **11.5 Tours**

TA-53 workers who sponsor or lead tours at TA-53 must have current facility-specific training and must check in prior to the tour at the TA-53 Visitor Center.

Tours which include participants under 18 years old must receive approval from the ES&H Division Director prior to the date of the tour. When a tour includes radiologically controlled areas, facility-specific radiation protection information is provided to all tour participants.

The visitors are asked to read and sign to acknowledge receipt of the information and are asked to provide specific information which enables the LANSCE Training Office to identify the visitors on EIS and document the receipt and review of the radiological information on EDS. If the worker fails to provide information which allows the training office to fully identify the worker, the training office may be unable to document that person's training in EDS; however, the written roster will be retained.

## 12.0 Training Records Management

Individual training records are maintained electronically on the EDS. Training course/program records containing documentation applicable to program analysis, design, development, implementation, and evaluation are maintained by the LANSCE Training Office.

TA-53 uses the EDS as the official training database for training records management. Access to EDS is controlled by the Laboratory's Electronic Authorization System.

The ES&H Training Group, ESH-13, maintains course documentation for Laboratory-wide training courses and is responsible for entering the data into the EDS. The LANSCE Training Office is responsible for entering facility-specific training data into the EDS for all workers completing the training. The LANSCE Training Office also provides training documentation in EDS for all LANSCE, P-23 and P-25 courses.

### 12.1 Course Documentation

The LANSCE Training Office maintains records of facility-specific training that is administered at TA-53. In accordance with LS113-01, Training Records Documentation, the following listed documents are retained by the LANSCE Training Office:

- i Content outline for each course and/or objectives for each course
- i Course design information or On-the-job Training documentation forms
- i Training attendance rosters
- i Instructor qualification records
- i Course evaluation instruments

Documentation templates for on-the-job training are provided in the TA-53 Facility Management Procedure, *On-the-Job Training* (53 FMP 113-01.0).

### 12.2 Individual Training Records

Individual training records are maintained for LANSCE, P-23 and P-25 personnel by the LANSCE Training Office. The worker's individual training record includes occupational training only. College course work, degrees, or professional certifications are not included on the worker's training transcript.



An individual training folder is maintained with the worker's current training record, a current training plan if one has been completed, and any training certificates the worker would like kept in his/her folder.

Training records for visitors are maintained only on EDS.

### **12.3 Training Notifications**

Notices of expired or incomplete training are issued to workers two months prior to the expiration of their training. A second notice of expired or incomplete training is issued a month prior to expiration. Workers are responsible for contacting the LANSCE Training Office to schedule deficient training.

Workers are sent an initial notice of scheduled training on the date they request scheduling. A second notice of training is sent four days prior to the date of the scheduled course. Notices are sent by electronic mail unless a worker does not have e-mail, in which case, a written notice and reminder are sent.

The LANSCE Training Office maintains a scheduling database which records all training scheduled through the Training Office. All LANSCE, P-23 and P-25 workers should coordinate the scheduling of training through the LANSCE Training Office. Workers who do not are not sent notices or reminders from the LANSCE Training Office.

### **12.4 Management Training Reports**

Reports which indicate the level of compliance with training requirements, as determined by training plan assignments, are generated on a monthly basis and are distributed to division and group management. The reports indicate the training plans, group level compliance, complete/incomplete/expired training per group; and division-level compliance and overall compliance percentages. The reports are based on training completion data retrieved from EDS for individuals assigned to specific training plans. The data is time sensitive and delays due to data entry may affect the compliance figures.

For purposes of compliance reporting, new hires or employees transferring into a group are given a three month grace period to complete required training identified on individual training plans. Compliance with training plans during this grace period is not reported to the line management. The grace period does not imply that employees may conduct work without training required for the work.

### **12.5 Off Site Training**

Personnel who would like to be given credit on their training record for training completed off-site must submit specific documentation to the LANSCE Training Office.

Compliance-driven training completed off site for which the worker would like equivalent credit to a Laboratory course must be approved prior to the worker completing the training. If the training requirement will meet a Laboratory training requirement, such as Qualified Crane Operator Training, the training must be approved by ESH-13.

Off site training will be documented on the worker's training transcript provided that, at a minimum, the documentation submitted to the LANSCE Training Office includes:

- Content outline for each course and/or objectives for each course
- Certificate of Completion
- Instructor qualification records
- Course location and dates

### **13.0 References**

*On-the-Job Training* (53 FMP 113-01.0)

*Facility-specific Training* (53 FMS 113-01.0)

*Test Development* (LS 113-14.0)

*Training Staff Qualification/Certification* (LS 113-15.0)